



UNITED STATES GOVERNMENT  
**NATIONAL LABOR RELATIONS BOARD**  
FREEDOM OF INFORMATION ACT BRANCH  
Washington, D.C. 20570

Via email

March 22, 2023

Re: FOIA Request NLRB-2023-000902

Dear Alma Henderson (SEIU):

This is in response to your request, under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, received in this Office on February 24, 2023, in which you seek a copy of the complete case file in *SEIU International Union (50 E Chestnut Condo Association)*, Case No. 13-CB-309179. You assumed fees up to \$10.00.

We acknowledged your request on February 24, 2023.

The FOIA, 5 U.S.C. § 552(a)(4)(A)(i), provides that each agency shall promulgate regulations specifying the schedule of fees applicable to the processing of FOIA requests. Under NLRB FOIA regulations, each request for records shall contain a specific statement assuming financial responsibility in full or to a specified maximum amount, for time which may be incurred in responding to the request. Further, a request for records will not be deemed received until a written assumption of fees is received. NLRB Rules and Regulations, Section 102.117(d)(2)(vi).

As you were advised by a member of my staff on February 24, 2023, your request only assumed fees up to \$10.00. It was explained to you that in order for us to process your request, you needed to inform us in writing that you were willing to assume financial responsibility for processing this request, and you were given a fee estimate of \$37.00. It was also noted that there is an outstanding invoice for FOIA Request NLRB-2022-0001675 in the amount of \$37.00. You were further advised that if you did not contact the FOIA Branch by March 10, 2023, your request would be administratively closed. On February 24, 2023, the FOIA Branch received an email addressing the delinquent invoice; however, to date, you have not assumed the additional fees for the current FOIA request. Therefore, your request has been closed administratively.

This administrative closure is not an adverse determination. If in the future you wish to obtain these or any other NLRB records, you must submit a new FOIA request that reasonably describes the records sought and includes an assumption of financial responsibility.

You may contact Teresita Sanabria, the FOIA Specialist, who processed your request, at (202) 273-4000 or by email at [teresita.sanabria@nrlb.gov](mailto:teresita.sanabria@nrlb.gov), as well as the Agency's FOIA Public Liaison, Kristine M. Minami, for any further assistance and/or to discuss any aspect of your request. The FOIA Public Liaison, in addition to the FOIA Specialist, can further explain responsive and releasable agency records, suggest agency offices that may have responsive records, and/or discuss how to narrow the scope of a request in order to minimize fees and processing times. The contact information for the Agency's FOIA Public Liaison is:

Kristine M. Minami  
FOIA Public Liaison  
National Labor Relations Board  
1015 Half Street, S.E., 4<sup>th</sup> Floor  
Washington, D.C. 20570  
Email: [FOIAPublicLiaison@nrlb.gov](mailto:FOIAPublicLiaison@nrlb.gov)  
Telephone: (202) 273-2888  
Fax: (202) 273-FOIA (3642)

After first contacting the Agency, you may additionally contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA dispute resolution services it offers. The contact information for OGIS is:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001  
Email: [ogis@nara.gov](mailto:ogis@nara.gov)  
Telephone: (202) 741-5770  
Toll free: (877) 684-6448  
Fax: (202) 741-5769

Sincerely,

*/s/ Synta E. Keeling*

Synta E. Keeling  
FOIA Officer